



# **Members Handbook**

# **Poringland & District Men's Shed**

## **Member's Handbook**

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# What is a Men's Shed?

A Men's Shed is part of a movement which started in Australia where there are now over 2000 sheds. In the UK there are now over 300. More information on the history of Men's Sheds can be found on our website:

[www.pdmensshed.org/history/history-of-mens-shed/](http://www.pdmensshed.org/history/history-of-mens-shed/)

A Men's Shed is a place for men to meet, socialise and do practical activities. It's a place for men to meet informally and safely do 'hands-on' stuff together. The Shedders are active and equal participants and not clients, customers or patients. We cannot be a 'Caring' agency. A Men's Shed is a resource for men only to use or develop practical skills that can be put to good use; to make or repair things in a friendly workshop environment working 'shoulder to shoulder' with other men using a pooled fund of knowledge, tools and equipment.

Poringland & District Men's Shed – PDMS

We aim to be a 'sign-posted' organisation with the following aim:-

“To relieve distress derived from unemployment or enforced retirement at the end of our working lives. This distress can include loss of purpose and direction, loss of social interaction, loss of opportunity to exercise skills, loss of identity and status, and loss of control over your life. These and other factors, e.g. the effects of reduced income and ageing, can lead to further health problems, including depression, reduced confidence, decline in abilities etc. Research indicates that this distress tends to be worse in men because men are less likely to have developed social relationships to the degree women usually do, and men are less likely to be able to have a validating domestic role which they can continue after retirement”

# Introduction and Overview.

**Welcome to the Poringland & District Men's Shed. Our aim is to be a special place where men can get together and enjoy having a chat or doing 'men's stuff' in the company of other men.**

We are a Registered Charity Number 1171564 and are reliant upon funding from donations and grants. We have a committee of Trustees which comprises of men who are shed members - so we run ourselves and are responsible for our own future. A copy of our governing constitution can be viewed at The Shed or on our website [www.pdmensshed.org/membership/](http://www.pdmensshed.org/membership/)

The Shed provides a friendly and safe environment for men to meet, to share and develop practical skills, learn new ones and enjoy their hobbies and interests.

We make and repair things for ourselves, sometimes to sell and sometimes for others in the community

We also make our contribution to society by engaging in community-based projects.

All users are asked to abide by our principles and follow the safety guidelines when using tools and machinery, and when using the working area.

To this end you will be required to have a Shed Induction and to be cleared to use certain machinery unsupervised.

# **These are our principles**

## **Safety is everyone's responsibility**

Poringland & District Men's Shed is committed to providing a safe working environment.

As individual Shed users we observe safe working practices and personal conduct.

We are all responsible for our own safety and that of fellow Shedders.

We must ensure that we follow safety instructions when using machinery, tools and equipment and are aware of relevant Health & Safety guidelines and Risk Assessments that are in place.

## **We treat every Shedder with equal respect and consideration**

And whatever his background, age, race or religion & whatever his level of practical skill.

## **No alcohol or drugs**

We do not attend the Shed if we are under the influence of drugs, alcohol or prescribed medicines that might affect our ability to use equipment or machinery safely.

## **There is no shame in asking**

If we don't know how to use a particular tool or machine, or do a particular process. We ask someone who does. It's about taking part not the output.

## **We make everyone welcome**

It's about belonging, feeling a part of it – and having a good time.

## **Our motto is:**

***“Working shoulder to shoulder with  
Common Sense and Mutual Respect”***

# Induction of New Members

Date of Induction.....

Full Name.....

- Has completed a Membership Form
- Has been made aware of the Members Handbook
  - **Has been made aware of the location of:-**

○ Sign in book	○ First Aid Kit	○ Kitchen Area
○ Honesty box	○ Accident Book	○ Tea/Coffee
○ Toilets	○ Fire Extinguishers	○ Parking
○ Noticeboard	○ Fire Exit	○ Smoking area-outside
○ Website Address	○ Risk Assessments File	
○ Constitution	○ PPE	
○ Emergency Phone	○ H&S Notices	

- **Has been made aware of the need to:-**
- Observe Shed Rules, Procedures & Policies
- Respect decisions of the Responsible Person
- Wear appropriate footwear & clothing
- Wear PPE when using power tools
- Be accredited before using power tools
- Clean as you go
- Clean all workspaces & machines at end of session
- Report any safety issues to Responsible Person
- Report all accidents to Responsible Person
- Refrain from smoking on Shed property

Member's Signature..... Date.....

Inducted by Name.....Signature..... Date.....

## Equipment competency checklist

For reasons of safety, the Shed's users have to be able to demonstrate that when using hand, power tools, machinery and equipment in the Shed, they fully understand the risks present and are fully aware of how the tools should be operated to minimise harm to themselves, to others and damage to the tools.

As a basic step in ensuring this understanding and awareness is established, Shed users are required to record which of the following tools, machinery and equipment they have used, by indicating their level of experience for each tool using the ratings as indicated below.

This will form the basis of the Self-Accreditation Process for the use of the tools and equipment.

Users Name (please print).....

Please rate yourself against each of these tools:

1=No experience ;2=Novice DIY;3=Intermediate DIY; 4=Experienced DIY; 5=Professional

Item Description	Self assessment	Observed by Competent Person	Date	Cleared by Competent Person	Date
<i>Eg A tool</i>	<i>1</i>	<i>Name</i>	<i>Date</i>	<i>Name</i>	<i>Date</i>
<b>Woodwork - Electric Tools</b>					
Band Saw					
Belt Sander					
Chop Saw					
Circular Hand Saw					
Compound Mitre Saw					
Jig Saw					
Lathe					
Mortiser					
Orbital Sander					
Pillar Drill					
Planer					
Planer/thicknesser					
Radial Arm Saw					

Router					
Scroll Saw					
Whetstone Sharpener					
<b>Woodwork – Hand Tools</b>					
Chisels					
Drills					
Hammers					
Planes					
Saws					
Whittling Knives & Axes					
<b>Metalwork- Electric Tools</b>					
Arc welder					
MIG welder					
TIG welder					
Cutting tools					
Drills					
Grinding Wheels					
Sanders					
Saws					
<b>Metalwork- Hand Tools</b>					
Cold Chisels					
Cutters eg Tin Snips					



Files & Broaches					
Sanders					
<b>Electronics</b>					
Files & Broaches					
Hand Tools eg Screwdrivers					
Multimeter					
PCB handling/etching					
Soldering iron/ station					
De-soldering station					
Small Hand Cutters					
<b>Work Access Equipment</b>					
Ladders					
Step Ladders					
Trestles					

**Users Commitment**

I confirm that to the best of my ability, I have given a true representation of my skills profile in the use of workshop machinery, when completing the form.

Further, I agree to adhere to the Equipment Clearance Process for the Poringland & District Men's Shed. This commits me to:

- not use any equipment in the Shed unless directly supervised by a recognised Competent Person.
- only use equipment on my own, when I have completed the accreditation process for that tool

Full Name (please print):.....

Signature.....Date.....

# Health & Safety Policy Statement

## Statement of General Policy:

We

- encourage & support a culture whereby all members may identify, report, assess & control safety risks in the Shed;
- endeavour to continuously improve member's safety to reduce the risk of work related injury, illness or harm;
- provide induction training & briefings to ensure that all members and visitors to the Shed have the relevant, knowledge & awareness to understand the risks, and their own safety obligations;
- endeavor to comply with all applicable laws, regulations, statutory obligations, & other relevant requirements;
- ensure that the information, resources & skills necessary to effectively manage our identified safety risks are available;
- seek to maintain & improve our safety management system;
- consult & communicate with our members about safety;
- provide information & documentation to assist with effective safety management;
- also accept our duty of care for the Health & Safety of other persons who may be affected by our activities, e.g., the general public who visit the PDMS Shed or who attend events held by the PDMS at other venues.

This policy will be subject to review & revision as considered necessary.

## Responsibilities:

Responsibility for ensuring this policy is put into practice at the Shed devolves upon any Responsible Person present at the Shed at such times the Shed is open.

Members of the PDMS taking part in activities must ensure that they understand the limits of their own competence and responsibility to deal with any Health & Safety issues which may arise.

All members have a duty to

- co-operate with the Responsible Person(s) and the Trustees on Health & Safety matters;
- not interfere with anything provided to safeguard their Health & Safety;
- take reasonable care of their own & other's Health & Safety;
- use equipment correctly & in accordance with training & instructions.

# Vulnerable Adults Policy

Men's Shed operates an 'open door/drop in' policy to all men aged 18 years or over.

Our primary objective is to offer a safe and welcoming place for men to meet and socialise whilst carrying out craft activities around hobbies or similar interests, to address the issues of male social isolation. This will include the provision of training, encouragement, tools, and equipment, and may include organised trips to places of interest. We may also engage in work in the community.

We will always have a 'responsible person' in attendance at all sessions but we do not provide any healthcare professionals. If anyone needs healthcare support we expect them to come with that support, which may be a professional or informal carer. We expect such supporters to take responsibility for the person/people in their care.

As volunteers, the Trustees, the 'responsible person', and other members have no formal duty of care to anyone who comes, but we accept that we have a moral duty to do the best we can in whatever circumstance.

If we suspect signs of abuse in anyone, or they tell us of abuse or critical problems they are suffering, we can consider the following options:-

1. If they have a care co-ordinator who is known to us, we can tell them about it.
2. We can ask the person if they would like us to contact adult social services or the police or any other agency on their behalf.
3. We can refer them to an advocacy service, the Wellbeing Service or other relevant organisation. We will hold contact details and leaflets of useful organisations.

The following is a guide to the standards of behaviour we expect from all those who come to our sessions:-

Everyone must be accepting of, and supportive of, all the other people who are there. Their own behaviour must be acceptable, that is, not threatening and they do nothing to distress other people. They will not be under the influence of alcohol or non-prescribed drugs.

It is understood that some people's behaviour may be adversely affected by illness or medication. They can be asked to leave. This behaviour may be

temporary and so, in most but not all cases, they may be welcomed back on another day. We will, as a matter of course, assist anyone who may need help due to disability or illness. We will be welcoming, friendly and helpful to anyone who comes and lend a friendly ear to people. We will do our best to be totally accepting of everyone and encourage all who attend our sessions to behave likewise. The kettle will always be on, with tea, coffee and biscuits available.

## **Equal Opportunities Policy**

Men's Shed is an organisation which has an open door policy and aims to treat everyone with respect and dignity. This is regardless of age, beliefs, colour, physical disabilities, sexual orientation, mental health, learning disabilities, or any other possible reason for social exclusion.

In the appointment of committee members or 'responsible persons' or other volunteering posts, all applicants will be selected according to their abilities and suitability for the post or tasks to be undertaken.

# Data Protection Policy

## Data Protection Statement

Poringland & District Men's Shed is classified as a Data Controller under the General Data Protection Regulation (the GDPR). This policy outlines our commitment to protecting the personal data of people in relation to our organisation's work in accordance with the GDPR – as regulated by The Information Commissioner's Office (ICO), the UK authority on data protection - and carrying out any data processing with transparency, accountability and good governance.

### Main Contacts

Below are the Sheds main contacts for data protection in line with this policy. They should be your primary contact should you wish to discuss something related to data protection, or need further information.

Data Protection Officer (DPO): Steve Dowall    DPO Tel: 07718 365555  
DPO Email: pdmensshed@gmail.com

Data Protection Officer (DPO): VACANT.            DPO Tel:

The DPOs' are volunteers of the Data Controller, Poringland & District Men's Shed and have responsibility for ensuring personal data is collected and processed lawfully in line with this policy and the GDPR, and is kept secure.

## Definitions

This policy uses the GDPR's definitions for the following key terms.

**Personal data** – *any information relating to an identified or identifiable natural person, both 'direct' and 'indirect' identification.*

**Natural Person** - an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.

**Data Controller** - a 'person' who determines the purposes for information processing and the manner in which it is done. A data controller will be a 'person' recognised by law i.e. individuals, organisation and corporate bodies.

**Data Processor** - any 'person' (again, a person as recognised by law), other than an employee of a data controller, who processes the data on behalf of the data controller.

Other key terms are defined within their sections.

# Data Collection

From time to time, we will need to process the following examples of personal data from volunteers, service users and other natural persons related to our work. We may also, at times, need to collect and process personal data not listed here. The following are some examples of the types of personal data we may collect and process.

- Name
- Contact information e.g. address, telephone numbers, email addresses
- Information about your age, ethnicity, gender, nationality, disability status
- Your occupation and job title
- Information about your skills, qualifications and expertise
- Information relevant to our human resources procedures

We may use this information to:

- Manage memberships
- Understand the views and opinions of Shedders and other related persons
- Handle complaints
- Monitor the impact of our work e.g. through case studies or consultation
- Improve our services
- Carry out administration functions
- Get help if somebody is in danger e.g. contact next of kin if an accident or emergency occurs
- Send information we think might be of interest to you
- Comply with legal obligations

In line with the GDPR, Poringland & District Men's Shed will ask for and record individuals' consent prior to collecting and processing data for certain purposes and provide clear and concise privacy notices to provide information on how and why we are collecting and processing particular data. Poringland & District Men's Shed will ensure it provides ongoing opportunities to give or revoke consent where appropriate and necessary in line with the GDPR. Poringland & District Men's privacy notices will also state clearly our lawful basis or bases for collecting the data in each instance that we collect and process it. This will be in line with the six documented

legal bases of the GDPR; consent, contract, legal obligation, vital interests, public tasks or legitimate interest.

Poringland & District Men's Shed will maintain a live log of the exact types of data, reasons and lawful basis for collection and processing which allows us to demonstrate our compliance with the GDPR with the ICO, if ever necessary.

Poringland & District Men's Shed will never, under any circumstances, use personal data to discriminate against a person for any reason.

Poringland & District Men's Shed will audit personal data on file on an annual basis to ensure it is still relevant, needed and lawfully held. If ever we need to use data for another purpose, we will make sure we inform and/or request consent from the relevant persons, in line with the GDPR.

Poringland & District Men's Shed will carry out a Data Protection Impact Assessment (DPIA) prior to implementing new data handling technology and/or where processing personal data is likely to significantly affect individuals.

## **Data Handling**

Poringland & District Men's Shed understands its obligations under the GDPR, when collecting, controlling and managing personal data. We will ensure that we:

- process data lawfully, fairly and in a transparent manner.
- collect data only for specified, explicit and legitimate purposes and not further processing in a manner that is incompatible with those purposes.
- process data adequately, relevant and limited to only what is necessary.
- ensure personal data is accurate and kept up to date, rectifying and erasing any errors or inaccuracies without delay.
- will keep personal data in a form that permits identification of individuals for no longer than is necessary for the purpose.
- process personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against loss, destruction or damage.

As a data controller and in line with the GDPR, we will keep a record of our processes, consistent with the above and be able to demonstrate our compliance at any given time.

## **Data Storage and Security**

Poringland & District Men's Shed takes the matter of safety of personal data very seriously and will always ensure we put in place robust safety measures, appropriate to the type of information we hold and process. In order to secure personal data kept by Poringland & District Men's Shed we will use a mixture of the following methods, appropriate to the data held.

- Physical security including
  - good quality doors and locks, alarms, security lighting and CCTV
- Computer security including
  - passwords, encryption or two-factor authentication

We will check our storage and security practices regularly to ensure they are in line with regulation and appropriate for the personal data held. We will build a culture of awareness and security within the Shed ensuring good communication with key people, and we will only ever provide access to personal data for people that need it for lawful processing.

The exact way we store personal data for each purpose will be documented in our Data Protection Log.

## **Individual Rights**

Poringland & District Men's Shed is aware of the rights for individuals whose personal data we hold. In line with those rights we will ensure we process data in accordance with these rights.

We will:

- Be transparent and inform them of how and why we will process their personal data, as well as the lawful basis for doing so.
- Respond within 30 days if people ask to access their personal data, allowing them to verify its lawful collection and processing.
- Rectify any inaccurate or incomplete personal data without delay.
- Erase any personal data when it is no longer needed or there is no lawful reason for it being held.
- Take immediate action if an individual requests that we suppress the processing of their data or objects to its collection, retaining just enough to respect their wishes in future.
- Never process personal data for more than it's lawful, documented purpose(s).
- Obtain clear, active consent from each individual where we are lawfully obliged to do so.



# **Breaches**

Poringland & District Men's Shed recognises the GDPR's guidelines to record, rectify and report, where necessary, data breaches; where a breach of security leads to the destruction, loss, alteration or unauthorised disclosure of, or access to, personal data.

Poringland & District Men's Sheds DPOs are allocated the responsibility for minimising the likelihood of breaches and taking prompt action if ever they happen. Poringland & District Men's Shed will ensure it notifies the individuals whose data is involved if there is any adverse risk to them as a result of the breach, and where necessary notify the Information Commissioner's Office (ICO).

## **Accessing Information**

Under the GDPR, individuals have the right to access the information held about them. If you would like to request information held, or be reminded of the reasons, lawful basis and methods of keeping your personal data, please send a request in writing to:

FAO Steve Dowall  
Poringland & District Men's Shed  
18 Collingwood Close  
Poringland  
NR14 7WN

We will respond to all requests within 30 days.

# The Information Commissioner's Office (ICO)

The ICO is “the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals” (ICO website). It is responsible for administering the provisions of the GDPR. Under the GDPR, organisations must register with the ICO unless exempt.

Poringland & District Men’s Shed is exempt from registering with the ICO because it is a non-profit making organisation / only makes a profit only for its own purposes.

Poringland & District Men’s Shed

- processes information necessary to establish or maintain membership or support.
- processes information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it.
- shares the information with people and organisations necessary to carry out the organisation’s activities unless given permission otherwise.
- keeps the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

## Trustees

Henry Gowman....Chairman  
John Mallott.....Vice Chairman  
Peter Stuart.....Treasurer  
Steve Dowall.....Secretary  
Les Banks  
Tim Ridgley  
Peter Webb  
Grahame Chambers

## Key Holders/Responsible Persons

Les Banks.....07554 937060  
Graham Buck...07710 079938  
Jeff Hall.....07903 080657  
John Mallott.....07986 888153  
Peter Stuart.....07514 072935  
Peter Webb.....07711 944765

## First Aiders Qualified: Essential First Aid 15/02/16

Les Banks  
John Cooper  
David Gillingham  
Henry Gowman  
Tim Ridgley

**If a First Aider is not available assess the seriousness of the injury &/or the individual's condition and if considered necessary call 999 or 112 for a paramedic.**

# Responsible Person Duties

There must be at least one Responsible Person (RP) present during each session that the Shed is open.

## Opening Procedures:

1. Unlock and check the buildings are safe before use.
2. Put out the A frame board.
3. Ensure that all Sheddors and Visitors complete the Attendance Register (H&S and Fire Evacuation Requirements).
4. Direct, as necessary, persons present to the Health & Safety, Safe Working and use of Personal Protection Equipment (PPE) procedures that are in place, including procedures for emergency evacuation. And ensure that the procedures are observed.
5. The Duty RP to act as a 'meeter & greeter' to any visitors to the Shed to introduce them to the Shed and explain the Shed's function & raison d'être to any interested party. And refer to 3. & 4. above.
6. For parties interested in joining provide them with a Membership Pack to complete and return at their next visit. At second visit take them through the Induction and complete an Equipment Use Experience form.
7. Where necessary or as requested, arrange Competency Checks and liaise with a member of the Shed who is designated a Competent Person at a particular operation to advise & guide the correct use of equipment.
8. ONLY power tools which have been PAT tested can be used at the Shed. Tools brought by Members to use must have been PAT tested.

## Closing Procedures:

15 minutes before the Shed is due to close, Sheddors need to stop whatever they are doing and to start clearing up.

1. Bring in the A frame board
2. The RP must ensure that everything inside the workshop, shack and the surrounding area is safe, the heaters, lights and appliances are switched off and the water is turned off.
3. Ensure the buildings are left as tidy as possible, tools stowed away, hazardous materials locked away, funds and member's records locked away, the floor areas and the kitchen area are clean, windows & doors are secured, all persons have left the area and the buildings are alarmed and locked.

**Contacts: Emergency Services: 999 or 112 or any KeyHolder/RP**